Minnesota CAREWare

Connecting to Minnesota CAREWare

Updated May 2010

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Logging In to Minnesota CAREWare

There are three steps you will need to take to log in to Minnesota CAREWare every time you use it:

Step 1: Log in to the Minnesota CAREWare Virtual Private Network (VPN).

Step 2: Log in to the Windows server that contains Minnesota CAREWare.

Step 3: Log in to Minnesota CAREWare.

Note: You must follow the steps in this order.

Step 1: Logging in to the Minnesota CAREWare VPN

1) Open Internet Explorer and type in the following URL: _____
(the URL will provided to you by MDH when you first receive your user name and passwords)

Note: We recommend adding this URL to your Favorites so that it will be saved for you.

2) The MN CAREWare VPN Login window will display on your screen. Type in the following information:

Your **User Name** (will be provided to you by MDH).
Your **VPN Password** (will initially be provided to you by MDH).
Domain, pull down menu to select **MNCW1**.
Click **Login.**

3) The NetGear VPN window will display on your screen.

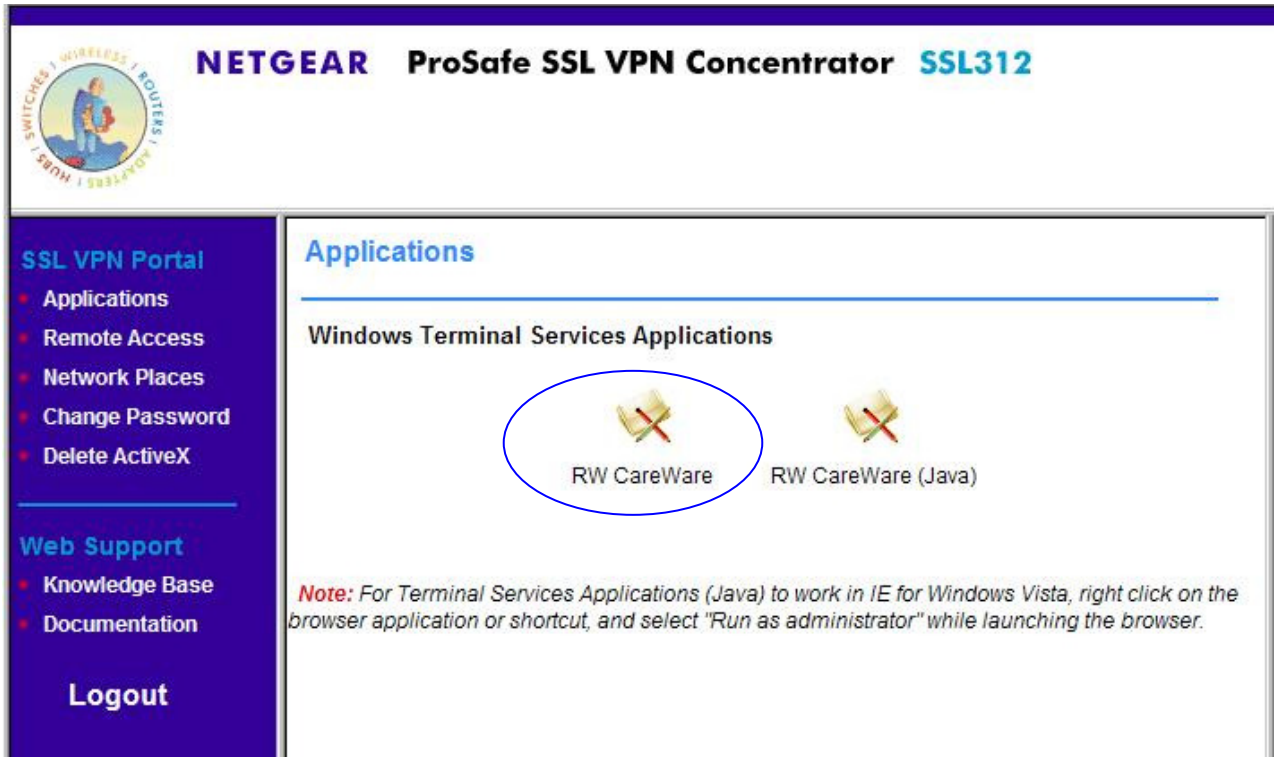
➔ The very first time you log in, you will receive a message at the top of the page, “The website wants to install Active X. Do you want to install?”

Install Active X.

➔ The first time you login, you may also see the following message at the top of the page, “The website wants to install the add on XTSAC.cab from NetGear. Do you want to install?”

Install the add on.

4) Click on the **RW CareWare** icon.

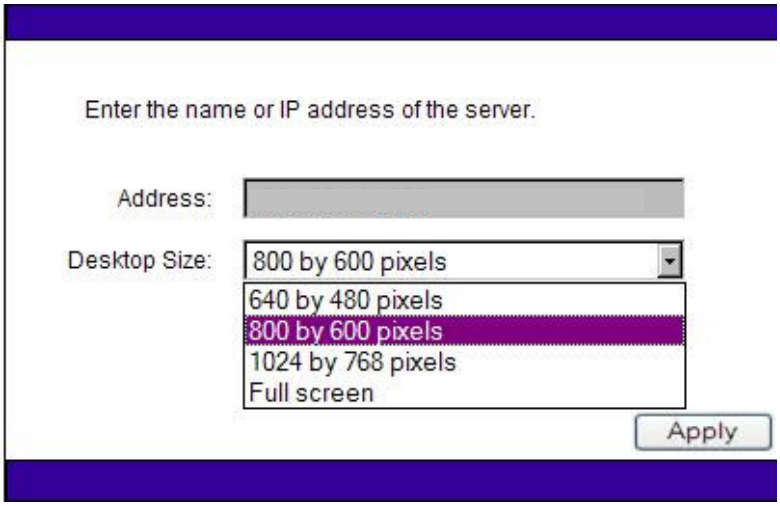

NETGEAR ProSafe SSL VPN Concentrator SSL312
SSL VPN Portal
Applications
Remote Access
Network Places
Change Password
Delete ActiveX
Web Support
Knowledge Base
Documentation
Logout
Applications
Windows Terminal Services Applications
RW CareWare
RW CareWare (Java)
Note: For Terminal Services Applications (Java) to work in IE for Windows Vista, right click on the browser application or shortcut, and select "Run as administrator" while launching the browser.

Step 2: Logging in to the Windows Server that Contains Minnesota CAREWare

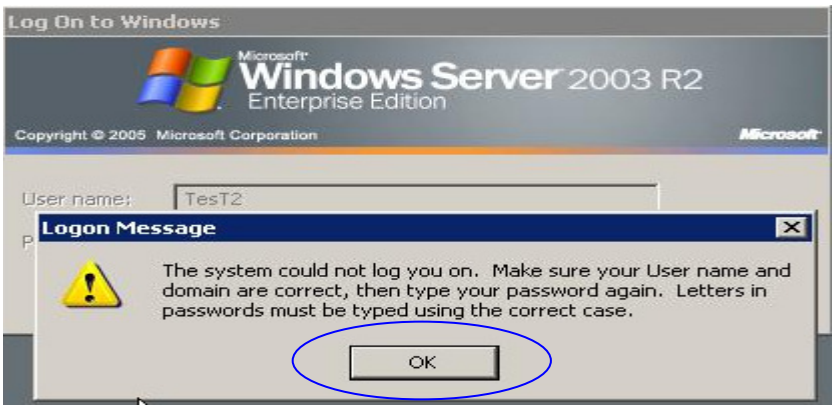
1) After you click on the RW CareWare icon, the following menu will display. The IP address of the Minnesota CAREWare server (not shown here) will automatically populate the Address field. (If the IP address does not appear the very first time you log in, it will be provided to you by MDH.)

   From the **Desktop Size** pull down menu select either '**1024 by 768 pixels'** or '**Full screen'** and click **Apply.**

   Note: Full screen works better if you're going to be completing Form I or Form II.

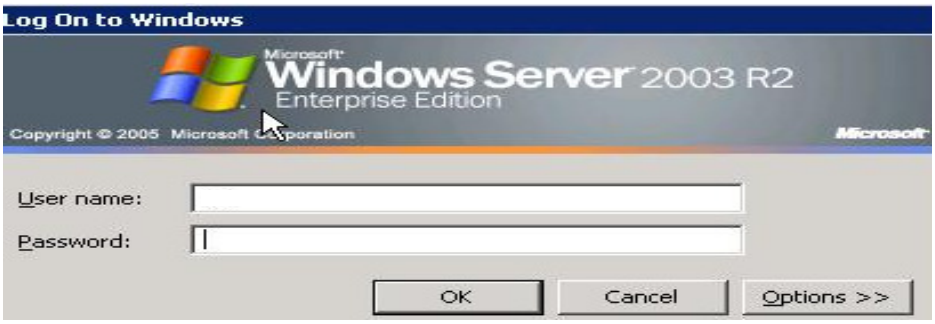


2) The Log On to Windows screen will display with a Logon Message. Click **OK** in the Logon Message.


Log On to Windows
Windows Server 2003 R2
Enterprise Edition
Copyright © 2005 Microsoft Corporation
User name:
TesT2
Logon Message
The system could not log you on. Make sure your User name and domain are correct, then type your password again. Letters in passwords must be typed using the correct case.
OK

3) The Windows Server 2003 RS screen will display. Type in the following information:

   Your **User Name** (will initially be provided to you by MDH).
   Your **Windows Server (Remote Desktop) Password** (will initially be provided to you by MDH).
   Click **OK**.



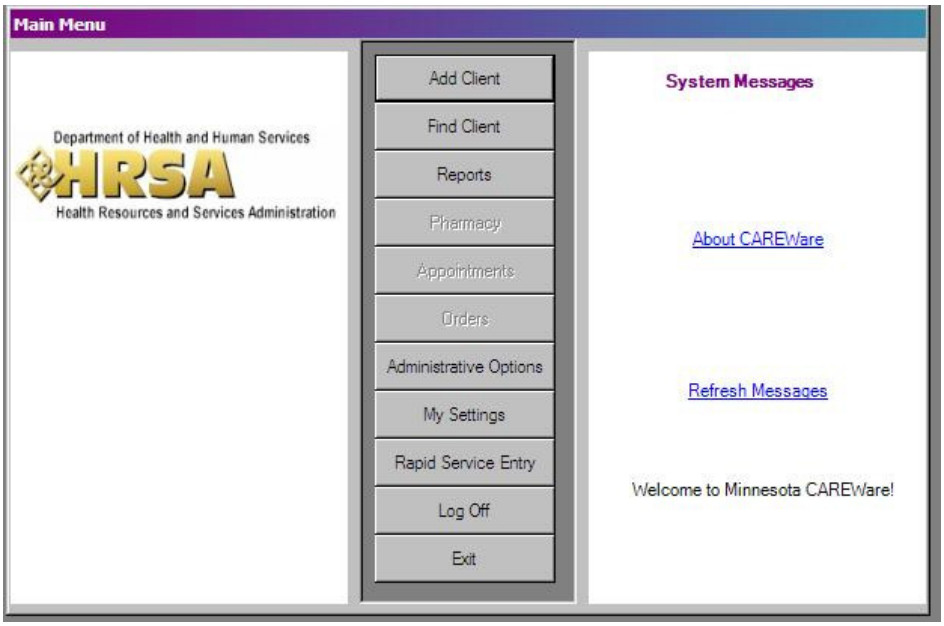
Step 3: Logging In to Minnesota CAREWare

1) The RW CAREWare Login window will display on your screen. Type in the following information:

   Your **User Name** (will be provided to you by MDH)
   Your **Minnesota CAREWare Password** (will initially be provided to you by MDH)

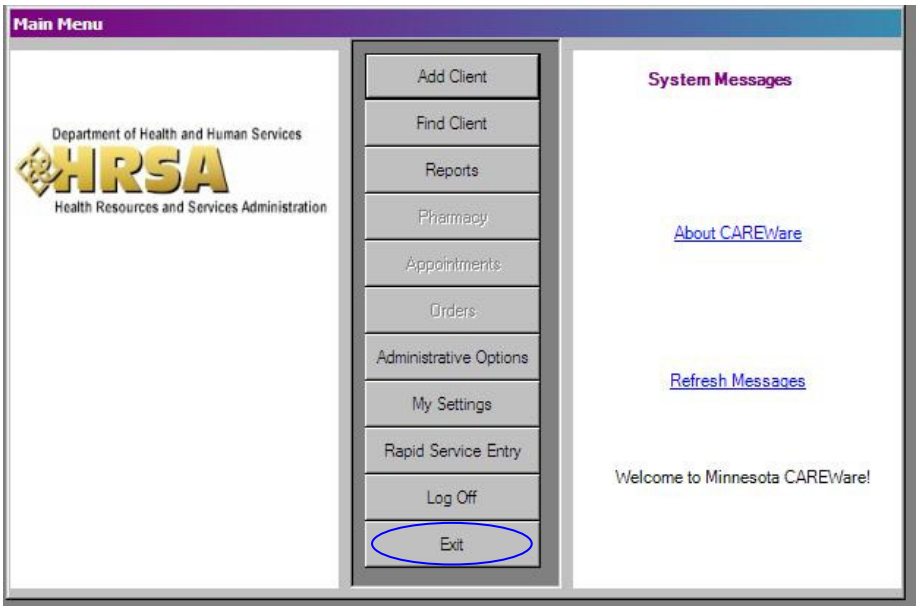
   Click **Login**.

2) After logging in to CAREWare, the main menu will appear. This menu allows you to navigate to different areas of CAREWare, perform certain functions, and read system messages. The options available to each user are based on the assigned user type and permissions granted by the system administrator.

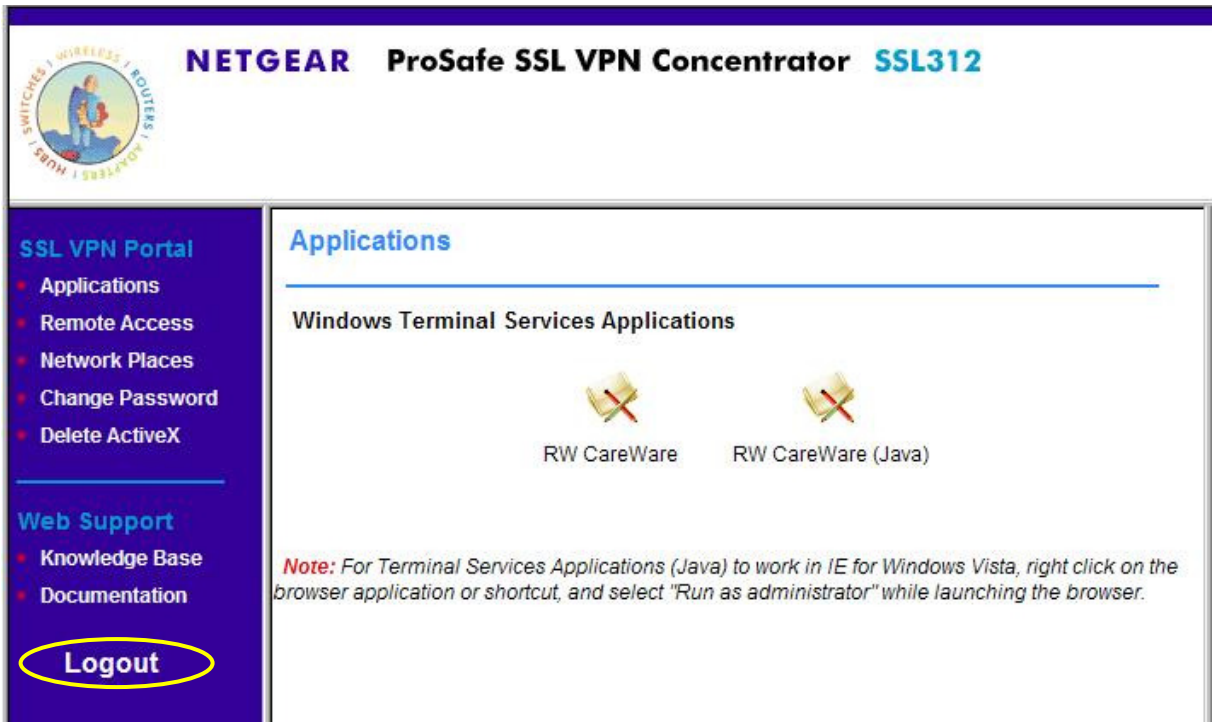


Logging Out of Minnesota CAREWare

1) From the CAREWare main menu, click Exit.



2) Wait a few seconds and you will be returned to the NetGear VPN screen. Click **Logout**.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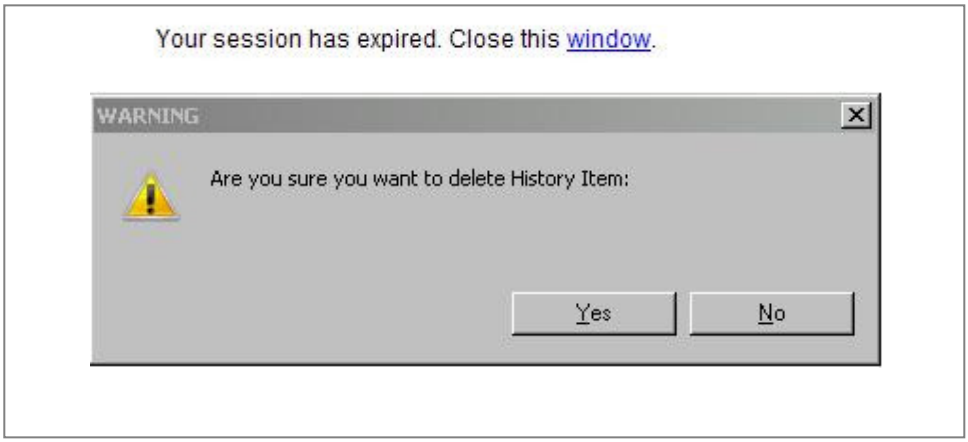
RW CareWare (Java)
Note: For Terminal Services Applications (Java) to work in IE for Windows Vista, right click on the browser application or shortcut, and select "Run as administrator" while launching the browser.

3) The following message will appear. Click **OK**.

Windows Internet Explorer
Note : WebCacheCleaner is an ActiveX control that cleans the history & cache contents of the browser on logout
OK

4) You will be prompted to close the window. You may receive a message asking whether you want to delete History Item. Click **Yes**.



5) You will then be asked if you want to close the window. Click **Yes**.

Windows Internet Explorer
The webpage you are viewing is trying to close the window.
Do you want to close this window?
Yes
No